

## **SUBDIVISION PROCEDURE**

This procedure applies to any proposed division of land in Rockingham County that creates 3 or more lots. The review procedure is as noted below:

First Stage - Preliminary Plan

**Second Stage - Construction Plan**

Third Stage - Final Plat

The Construction Plan and Final Plat Procedure may be repeated for each section of the subdivision.

### **PROCEDURE**

Before you begin preparation of the Construction Plan, it is required that a meeting be scheduled with a staff member of the **Community Development Department**. The office is located at 20 East Gay Street, Harrisonburg.

Phone: **Development Review Services (540) 564-1529**

Points to be covered at the meeting:

1. Check zoning of property to determine if the proposed use and density is permitted under the current zoning classification. See "Rezoning/Special Use Permits" for procedure.
2. Review your proposed development with a staff member. You should bring with you any information, plats, or a sketch plan that will aid in the review and illustrates your proposal.
3. Learn about County plans, policies, and ordinances that may affect your proposed development.
4. Determine if additional agency review will be required for your proposed use.
5. Obtain: Application, checklist, and ordinances.

#### **A. CONSTRUCTION PLAN**

##### **STEP 1**

Assuming the Preliminary Plan is approved; proceed by preparing the next level of subdivision drawings - the construction drawings.

These plans follow the same review procedure as the Preliminary Plan.

##### **STEP 2**

Submit application, Nine (9) **folded** copies of the Preliminary Plan and an electronic copy (.pdf), and the review fee. Incomplete submissions will not be accepted. The staff will determine if the submission is complete and, if so, will begin the review process by distributing it to a number of County and state agencies.

### **STEP 3**

Make changes and resubmit until plans are approved.

### **STEP 4**

Assuming approval of the Construction Plan, payment of fees and issuance of permits, you have three options prior to recordation:

1. Begin and complete all construction and acceptance of required public improvements. (i.e.- utilities, drainage, streets, etc.)
2. Begin construction and complete some part of the public improvements and submit a Subdivision Agreement and Surety to guarantee completion and acceptance of the remaining improvements.
3. Submit a Subdivision Agreement and Surety in lieu of completion of all improvements.

If option #2 or #3 is chosen, the following items must be submitted to the Department of Community Development:

1. Documentation of the cost of all public improvements, with the cost of all incomplete public improvements clearly defined, preferably in the form of copies of contractor's bids. However, cost estimates prepared by a certified professional engineer are acceptable. These cost estimates must be detailed in nature and relate to the various elements of construction, including but not limited to the cost of the public water system (lines, fire hydrants, etc.), the sanitary sewer system (gravity lines, manholes, force main, pump station, etc.), the storm drainage system (storm sewer lines, inlet and outlet structures, detention basins, etc.), and the street improvements (stone base, curbing, asphalt, landscaping, streetlights, street signs, etc.). This information is needed for establishing the surety amount.
2. Subdivision Agreement covering proposed construction and acceptance of all public improvements.
3. Irrevocable letter of credit (sample included in Subdivision Agreement), certified or cashier's check, or evidence of cash escrow in an amount approved by the County after review of the cost estimates. If a letter of credit is used, its expiration date must be at least sixty (60) days after the estimated date of completion set forth in the subdivision agreement. Also, the date of the subdivision agreement should be the same as the date of the letter of credit.

4. Appropriate documentation, such as minutes of a Board of Directors' meeting, setting forth the authorization for the person(s) signing the agreement, the final plat, and other associated documents to do so on behalf of the developer/property owner.

**TIME:**

As the State Code allows the County 60 days to complete all reviews, an aggressive schedule can be met only if the developers and the design professionals meet their obligations and exchange information in a timely manner.

Date Received: _____	Fee: _____	Tracking #: SD-____ - _____
Time Received: _____	Receipt #: _____	Application Type: <i>(check one)</i>
Accepted By (initials): _____	Prelim. Meeting Date: _____	New <input type="checkbox"/> Revision of Plan in Process <input type="checkbox"/>

Subdivision Name: \_\_\_\_\_

Section Number (if applicable): \_\_\_\_\_

Type of Plat: ☐ Preliminary ☐ Final ☐ Construction Plan Submission Date: \_\_\_\_\_

Contact Person : \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Contact Person's Address: \_\_\_\_\_

Engineer/ Surveyor (if different): \_\_\_\_\_

Developer: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Developer's Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

Location: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Type of Dwelling Units: \_\_\_\_\_

**INDICATE METHOD OF:**

Water Supply: Community System ☐ Public Water ☐ Well ☐ Provider: \_\_\_\_\_

Sewage Disposal: Community System ☐ Public Sewer ☐ Septic System ☐ Provider: \_\_\_\_\_

- ◆ *Please submit nine (9) copies of the subdivision plat with this application (an electronic submission .pdf also required)*
- ◆ *Please complete and sign the preliminary plat submission requirements checklist*
- ◆ *Reminder: After approval of the preliminary plat, construction plans are to be submitted to this office for disbursement*
- ◆ *Fees must be paid at the time of submittal*
- ◆ *Please include one (1) copy of the subdivision on no larger than 11' x 17' paper*

